



State of Connecticut
Department of Social Services
3580 Main Street λ Hartford, Connecticut 06120

Posting Date: July 7, 2006

Closing Date: July 20, 2006

**SOCIAL SERVICES INVESTIGATOR – CHILD SUPPORT
NORTHERN REGION**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
BOTTOM OF THIS PAGE.**

The Department of Social Services is presently recruiting for Social Services Investigator position (s) within our Northern Region Child Support Unit (may be underfilled at the Social Services Trainee or Connecticut Careers Trainee level).

OPEN TO: The Public

SALARY RANGES:	Social Services Trainee:	\$37,716.00 - \$48,115.00 (SH 14)
	Connecticut Careers Trainee:	\$39,523.00 - \$50,278.00 (SH 15)
	Social Services Investigator:	\$47,950.00 - \$60,124.00 (SH 19)

LOCATIONS:	3580 Main Street Hartford, CT 06120	699 East Middle Turnpike Manchester, CT 06040
	270 Lafayette Street New Britain, CT 06053	676 Main Street Willimantic, CT 06223

DUTIES AND RESPONSIBILITIES: The Social Services Investigator will be responsible for performing the full range of investigator responsibilities including intake (for non-assistance clients); location; establishment of paternity; establishment of financial and medical orders; auditing accounts upon request; service of process; court preparation and testimony; redirection of child support orders; interviewing clients; and interacting with various public and private sector individuals. Under the new legislation, staff will also be required to perform additional administrative responsibilities including the administrative ordering of genetic testing. Also, under the legislation, clients who live anywhere in the country can apply to Connecticut for child support services. Investigative staff will be required to handle these additional applications, and any new responsibilities associated with the enactment of UIFSA, effective 1/1/98.

EXPERIENCE AND TRAINING:

SOCIAL SERVICES TRAINEE

General Experience: Two (2) years' experience providing social services to individuals or families in need or performing basic technical or complex clerical duties which would lead to the acquisition of the knowledge, skills and abilities outlined above.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

CONNECTICUT CAREERS TRAINEE

Possession of a Bachelor's or Master's Degree. In specific job areas a degree in a field related to that job area may be required.

SOCIAL SERVICES INVESTIGATOR

Eligibility Requirement:

Candidates must have applied for and passed the Social Services Investigator exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

General Experience: Five (5) years' experience in the determination of client eligibility for public assistance or in the investigation of client capital assets in relation to eligibility determination.

Substitutions Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. A Master's Degree in a closely related area may be substituted for the General Experience.
- 2) Two (2) years as a Social Services Trainee in the designated area may be substituted for the General Experience.
- 3) Eighteen (18) months as a Pre-Professional Trainee may be substituted for the General Experience.

Note: The positions will be filled by candidates who are eligible for appointment as a Social Services Investigator, Social Services Trainee or Connecticut Careers Trainee, or the positions may be filled by candidates from existing Reemployment/SEBAC lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Candidates should forward a **COMPLETED, ORIGINAL State Employment Application (Form PLD-1)**, which can be downloaded from the **State of Connecticut's Department of Administrative Services Website** at [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS), to:

**Ms. Delores Atwater, H. R. Assistant
Department of Social Services
3580 Main Street
Hartford, CT 06120-1187
FAX #: (860) 566-1768**

APPLICATIONS MUST BE RECEIVED BY JULY 20, 2006 CLOSE OF BUSINESS

The Department of Social Services is an Equal Opportunity / Affirmative Action Employer